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ABSTRACT

This handbook is intended as a guide to caregivers in programs serving children under the age of three, and as a text for students training to work with infants and toddlers. The book includes material to help program developers and directors set up and manage a child care program. The text stresses the importance of good organization, one-to-one interactions, environmentally-based programs, and parent-staff partnerships. Sections focus on the "context" of good care, program organization, and quality caregiving. Chapters are: (1) "Child Care in the Real World," discussing the high cost of quality; (2) "Understanding How Child Care Centers Work: The Center as an Organization"; (3) "Goals, Characteristics, and Assumptions in a Quality Program"; (4) "Understanding Infants and Toddlers," including children with special needs; (5) "Grouping Infants and Toddlers"; (6) "Structuring Time and Space for Quality Care"; (7) "Good Care for Infants and Toddlers"; (8) "Prime Times: Caring Routines"; (9) "Guiding the Behavior of Infants and Toddlers," including discipline, expectations, and cool-down time; (10) "Safe and Healthy Environments for Infants and Toddlers"; (11) "The Learning Environment"; (12) "Infants and Toddlers Outdoors"; (13) "Interactions with Infants and Toddlers: The Caregiver as Teacher"; (14) "Partnerships with Parents"; (15) "Good Places for Staff"; and (16) "Ongoing Program Evaluation and Change." Includes a list of 43 resources. (BGC)

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